

How to enroll in the SCAO-Child Welfare Services *Michigan Lawyer-Guardian Ad Litem Online Training*

Before you can enroll in a SCAO-CWS online training, you must create an account in SCAO's Learning Management System (LMS).

Please note, the following browsers will support the SCAO LMS: Microsoft Edge, Mozilla Firefox, Google Chrome, and Safari.

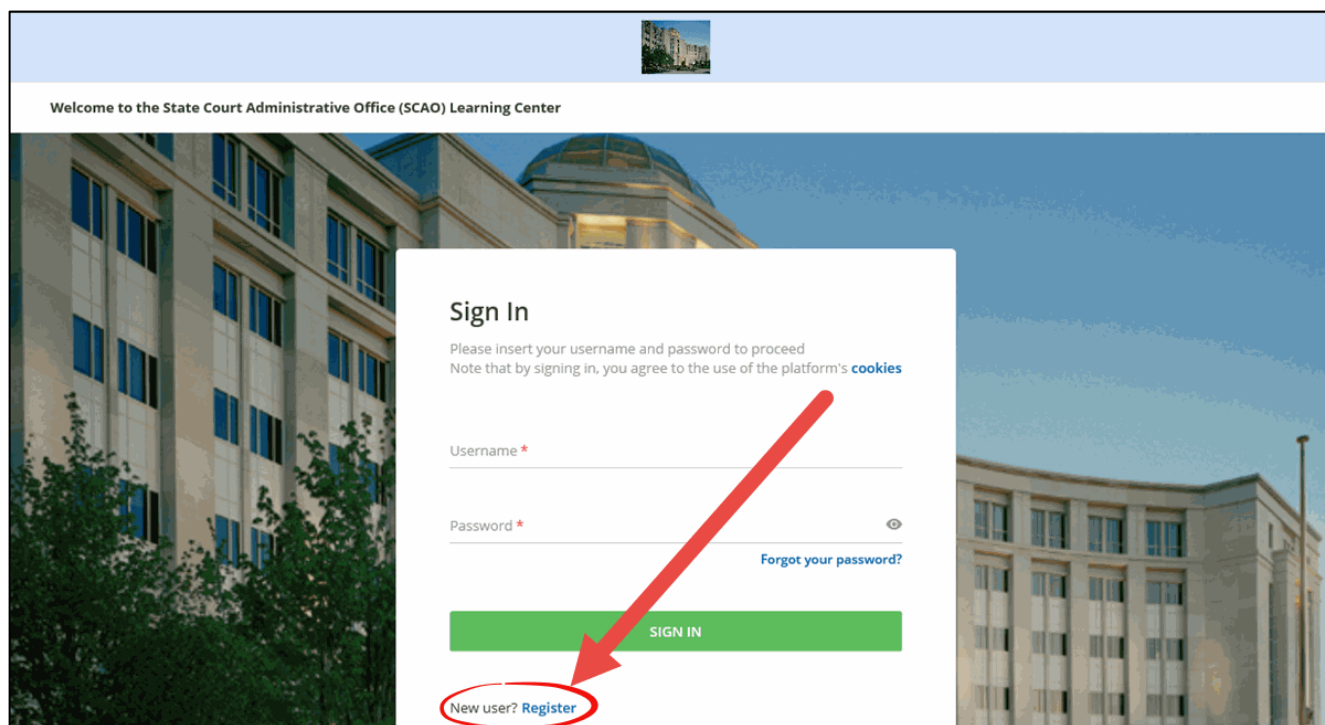
Please follow the steps below. If you are a judge, please see page 4.

1. Click on the following *Michigan Lawyer-Guardian Ad Litem Online Training* enrollment link:
<https://tinyurl.com/SCAOCWS-LGALTraining>

Note: to access the LMS in the future, use the following link:

<https://mi-scao.docebosaas.com/learn/signin>

2. The enrollment link will direct you to the sign-in page pictured below.
 - a. As a first time user, you must click on "Register" as pictured below.



3. Complete all fields, check the box to accept the terms of the privacy policy, and click the blue "Next" box.

4. Complete the below required fields by selecting the small black arrows for a drop down list of answer options.

a. Audience. Options include:

- i. Administrative/Support
Includes: Judicial Assistant, Secretary, Clerk, Bailiff
- ii. Executive/Management
Includes: Court Administrator/Deputy, Manager/Supervisor, Friend of the Court, Probate Register/Deputy, County Clerk
- iii. Judicial/Quasi-judicial
Includes: Judge, Referee, Magistrate, Chief Judge, Chief Judge Pro Tem, Presiding Judge
- iv. **Specialist**
Includes: ADA Coordinator, **Child Welfare Agency Attorney**, **Child Welfare Agency Staff**, **Child Welfare Professionals**, Collections, Counselors, Court Reporters/Recorders, Dispute Resolution Professionals, Financial Officers, Human Resources Professionals, Investigators, IT Support, Jury Management Professionals, Law Clerk, **LGAL**, Mediators, **Parent Attorney**, Pretrial/Probation Officers, Problem-Solving Courts

b. Primary Role. (select up to 3 that apply)

- ADA Coordinator
- Chief Judge
- Chief Judge Pro Tem
- **Child Welfare Agency Attorney**
- **Child Welfare Agency Staff**
- **Child Welfare Professionals**
- Collections
- Counselors
- County Clerk
- Court Administrator/Deputy
- Court Reporters/Recorders
- Dispute Resolution Professionals
- Financial Officers
- Friend of the Court
- Human Resources Professionals
- Investigators
- IT Support
- Judge
- Judicial Assistant, Secretary, Clerk, Bailiff
- Jury Management Professionals
- Law Clerk
- **LGAL**
- Magistrate
- Manager/Supervisor
- Mediators
- **Parent Attorney**
- Presiding Judge
- Pretrial/Probation Officers
- Probate Register/Deputy
- Problem-Solving Courts
- **Referee**

c. Jurisdiction

d. Subject Area Interest: select “Child Welfare Services”

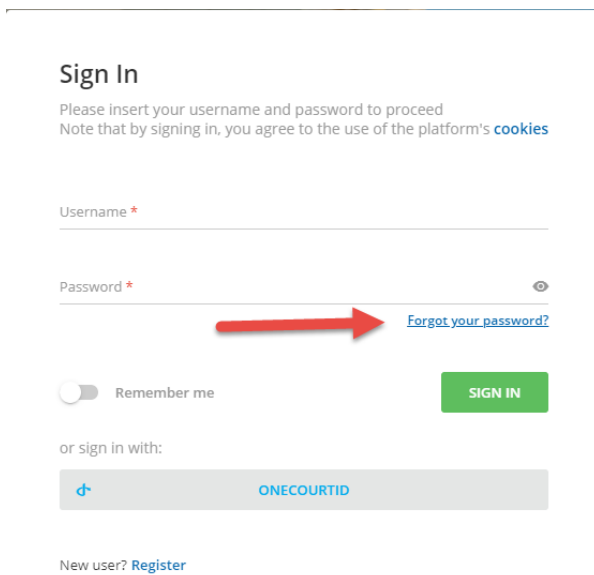
- 5. Once you have completed registration on the LMS, check your email inbox and click on the confirmation link to complete the process.**
- 6. To begin the course, click on “Start Learning Now”. Enjoy the training!**

For general assistance with the LMS, please contact SCAO Court Partners at courtpartners@courts.mi.gov. For questions regarding the training content, please contact Elizabeth Henderson, SCAO-CWS Court Analyst, at HendersonE@courts.mi.gov or 517-373-2621.

How to enroll in the SCAO-Child Welfare Services for Judges *Michigan Lawyer-Guardian Ad Litem Online Training*

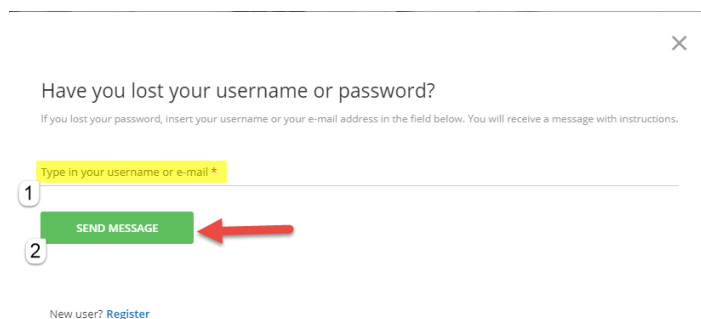
7. Click on the following *Michigan Lawyer-Guardian Ad Litem Online Training* enrollment link: <https://tinyurl.com/SCAOCWS-LGALTraining>

8. Click on “Forget your password?”



The screenshot shows a 'Sign In' form. At the top, it says 'Sign In' followed by instructions: 'Please insert your username and password to proceed' and 'Note that by signing in, you agree to the use of the platform's cookies'. There are two input fields: 'Username *' and 'Password *'. A red arrow points from the 'Forgot your password?' link to the password field. Below the password field is a 'Remember me' checkbox and a green 'SIGN IN' button. At the bottom, it says 'or sign in with:' followed by a button with a blue icon and the text 'ONECOURTID'. At the very bottom, it says 'New user? Register'.

9. Type in your email address. Then click “Send Message”.



The screenshot shows a page titled 'Have you lost your username or password?'. Below the title is a small note: 'If you lost your password, insert your username or your e-mail address in the field below. You will receive a message with instructions.' There is a text input field with a yellow placeholder text 'Type in your username or e-mail *'. Below the input field is a green 'SEND MESSAGE' button. A red arrow points to the 'SEND MESSAGE' button. At the bottom, it says 'New user? Register'.

10. Check your email for a link to reset your password.

11. Sign-in to the LMS using the password created and your email as your username.